Duke University School of Nursing
Center for Nursing Research
SUBMISSION TRAJECTORY FOR EXTERNAL FUNDING

Recommended Grant Submission Timeline

12-16 Weeks
- Submit Intent to Submit form
- Join Grant Writing Club (first-time submissions) or submit request for specific Center services
- Specific Aims meeting (if desired)

8-12 Weeks
- Budget Planning Meeting
- Submit Statistical Consultation form
- Design/methods think tank meeting (if needed)

6-8 Weeks
- Draft Budget Development and Application Requirements
- Review research staffing needs (if appropriate)
- IRB Consultation

4-6 Weeks
- Mock Review
- Editorial Review (if needed)
- Complete Internal Application Requirements
- Complete letters of support, bios, resources

3 Weeks
- Finalize Proposal
- Obtain Institutional Approval
- Submit Final Proposal

Grant Writing Timeline

12-16 Weeks
- Funding Search
- Specific Aims
- First Page

8-12 Weeks
- Background
- Preliminary Studies
- Methods

6-8 Weeks
- Complete Methods
- Data Analysis Plan
- Power and Sample Size
- Letters of Support

4-6 Weeks
- Final Edits
- Resource Page
- Biosketches

Submit Intent to Submit Form to the CNR (Required)
Notify the CNR of the "Intent to Submit" by submitting the Intent to Submit form to the Senior Program Coordinator- Libby Ladd. The form is located on the DUSONnet at https://dusonnet.nursing.duke.edu/research-tools/.

This request is to be submitted for ALL grants including internal DUSON small grants and Duke University grants.

NOTE: All grants (except Industry and Contracts) with a faculty serving as a Principal Investigator on must come through the DUSON Center for Nursing Research.

Submit at least 3 days prior to deadline

10/30/15
Grant Writing Club (Required for first time R level or comparable submissions)
Researchers submitting an R level grant or a comparable funding level grant for the first time must join the CNR Grant Writing Club. The Grant Writing Club takes the researcher step by step through the funding search and grant writing process. Researchers sign up for the Club by submitting the “Intent to Submit” form and indicating this is the first R level (or comparable) grant submission.

Brain Storming Session (Optional)
A researcher can request a meeting with peers and other researchers to discuss the problem and focused area of inquiry. This should be done early in the grant process (3-4 months before it is due) to allow the researcher time to write the grant. Please contact the CNR Senior Program Coordinator-Libby Ladd to schedule this session.

Specific Aims Meeting (Optional)
The Specific Aims Meeting provides a venue for peers to provide support and guidance for the focus of the grant. In order to achieve the best results, it is recommended that the Specific Aims meeting be scheduled 12-16 weeks in advance of submission and well in advance of the grant submission date. The researcher will work with the Associate Dean for Research to decide on who should attend the meeting. Please contact the CNR Senior Program Coordinator-Libby Ladd to schedule this meeting.

Specific Research Support Requests (Optional)
Experienced researchers can request specific research support needs by contacting the CNR Senior Program Coordinator-Libby Ladd. These individuals may not need a specific aims or design/methods meeting but could request an outside expert to review the grant proposal. The Associate Dean for Research will review these requests for approval.

8-12 Weeks Prior to Agency Deadline

Budget Planning Meeting (Required)
It is recommended that a planning meeting be scheduled with the Pre-Award Liaison Services (PALS) grant specialist assigned to the proposal. This is very important for researchers that plan to use external sites for collaboration since this will require subcontracts this needs to be established early in the grant planning process. The researcher will schedule this meeting directly with the Pre-Award Grant Specialist.

Design and Methods Think Tank Meeting (Optional)
If the researcher is not participating in the Grant Writing Club a request for a Think Tank Meeting can be made to provide opportunities for experts to meet with the investigator about the study design and methods being proposed for the study. Please contact the CNR Senior Program Coordinator-Libby Ladd to schedule this meeting.

Request for Statistical Consultation/Collaboration (Optional)
Statistical Consultation/Collaboration is provided by the CNR Research Design and Statistics Core. To schedule a statistical consultation or to establish collaboration related to a new grant proposal, please submit the Statistical Consultation/Collaboration request form to the Senior Program Coordinator-Libby Ladd. The form is located on the DUSONnet at https://dusonnet.nursing.duke.edu/research-tools/.

6-8 Weeks Prior to Agency Deadline

Budget Planning for Research Study Staffing and Resources Needed (Individualized)
The Investigator will work closely with the assigned Pre-Award Liaison Services (PALS) grant specialist to draft a proposal budget. The grant specialist will confirm the sponsor’s budget guidelines for allowable cost. It is helpful to discuss staffing and non-personnel resources needed to complete the proposed aims. This meeting will be with both the Pre-Award Grant Specialist and Research Practice Specialist. The grant specialist will calculate salaries, fringe benefit and indirect costs rates. Quotes for services, equipment, consultants and collaborators will be included as direct cost in the budget.
Start the IRB Process (Required for NIH)
Begin the IRB protocol in the Duke eIRB system if the grant agency requires it. The initial action will issue a protocol number in ‘presubmission’ status for reference in the grant proposal and allow completion over a period of time. For assistance with regulatory and eIRB system questions, please contact the Research Practice Specialist assigned to you with questions. The eIRB is located at https://eirb.mc.duke.edu/eirb/.

4-6 Weeks Prior to Agency Deadline

Mock Review of final draft/Proposal Revisions (Recommended)
The Mock Review provides a venue for peers to act as reviewers for the proposal. These peers are to offer productive recommendations in response to a near final proposal. In order to achieve the best results, it is recommended that the Mock Review be scheduled 4-6 weeks in advance of submission. The CNR Senior Program Coordinator- Libby Ladd will coordinate the schedule for the Mock Review.

Editorial Review (Recommended for Competing Proposals)
The editorial review is to be scheduled for the final draft of the proposal. It is not required but recommended for R level or comparable proposals. Appointments for editorial review can be arranged through the CNR Senior Program Coordinator- Libby Ladd.

Institutional Review - Internal Proposal Requirements (Required)
The work on the administrative requirements within the Duke Sponsored Projects System is to occur 4-6 weeks prior to the submission date. These components commonly include the abstract/statement of work, finalized budget, Duke Proposal Approval Form, sub and site agreements, and other relevant requirements based on funding source. The documents will accompany the proposal record as they route for internal approval within Duke. The Investigator will work closely with the Pre-Award Grant Specialist to complete the requirement for Institutional review.

Biosketches, Letters of Support, Resources Summary (Optional)
The researcher can request support for assisting with updating biosketches, obtaining letters of support and customizing the resources summary to meet the needs of the grant. The CNR staff will not develop these documents for the researcher but will work closely with them to update and edit as needed. The request for assistance should be submitted to the CNR Administrative Assistant- Jennifer Higgins.

3 Weeks Prior to Agency Deadline

Submit Final Documents – Institutional Approval (Required)
Administrative components must be completed 3 weeks prior to the agency due date for the School and Institutional Offices to review, approve, and release for submission. Administrative components include the abstract/statement of work, budget, budget justification, biographical sketches, resources and environment, and any other documents required by the agency. The Pre-Award Grant Specialist assigned to the proposal will facilitate the School and Institutional approval process.

It is always advised that submissions be completed 1–2 weeks prior to the agency due date in order to assure completion, accuracy, and prompt delivery.

Electronic and paper submissions should be transmitted 3 days in advance of the agency deadline to allow for system errors and document delivery. Agency exceptions are rare. A late submission will be rejected.